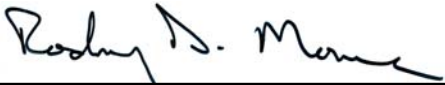


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 3	Number 2	Effective Date 06/13/07	Review Date 2010
Subject CASH FUND/ACCOUNT MAINTENANCE			☐ New Order ☒ Replaces O.O. 114-2, (10/31/01) O.O. 114-2, (12/12/03)
References CALEA 17.1.1, 17.2.1, 17.2.2, 17.4.1, 17.4.2a, 17.4.2b, 17.4.2c, 17.4.2d, 17.4.2e, 17.4.2f, 17.4.3 VLEPSC ADM.15.03 Richmond City Purchasing Agency Handbook Richmond City Charter §8.10			
 _____ Chief of Police or Designee		_____ 06/13/07 Date	

I. PURPOSE

The purpose of this directive is to establish the procedures for the maintenance of all cash funds or accounts where Department personnel are permitted to receive, maintain or disburse cash.

II. POLICY

Department personnel are frequently in the position of receiving, handling, and disbursing cash. When any Department employee participates in such activity as a part of his/her employment with the Department, it is critical that accountability be maintained for the receipt, maintenance, and/or disbursement of the cash. Examples of Department areas or funds that require such accountability include but are not limited to Petty Cash, Asset Forfeiture, Investigative Fund, Central Records, Pawnshop and the Witness Protection Fund.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling, or disciplinary action is initiated.

IV. PROCEDURE

A. *The Deputy Director in charge of the Financial Management Division is responsible for overseeing the following operations: budget development, grants management, property and evidence, fleet, payroll, accounting, and purchasing.*

- B. *The Deputy Director of the Financial Management Division will ensure that the Division operates under the budgeting, purchasing and audit guidelines as set forth by the City of Richmond. The Financial Management Division Deputy Director will report directly to the Chief of Police.***
- C. *Division/Unit Commanding officers will prepare budget recommendations annually for their respective division/unit following guidelines established by the Financial Management Division's Budget and Grants Unit.***
- D. *The Chief of Police has the ultimate authority and accountability over all fiscal matters of the Department. This authority includes, but is not limited to, authorization of cash disbursements, approving major asset purchases, and approving the Department's budget.***
- E. *Funds Collection/Disbursed:***
 - 1. *The Department's accounting system will, at a minimum, provide for monthly status reports and will be available at the request of the Chief of Police and other authorized personnel. Each account will detail:***
 - a. *Initial appropriation for each account or program;***
 - b. *Balances at the commencement of the monthly period;***
 - c. *Expenditures and encumbrances made during the period; and,***
 - d. *Unencumbered balances.***
 - 2. *For any cash fund or account where Department personnel are permitted to receive, maintain, or disburse cash, the following information and/or documentation must be maintained by the manager of the fund or account:***
 - a. *A balance sheet, ledger, or other system that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand;***
 - b. *Receipts or documentation for cash received;***
 - c. *Authorization for cash disbursements;***
 - d. *Records, documentation, or invoices for cash expenditures; and,***
 - e. *Persons or positions authorized to disburse from the Richmond Police Department or accept cash for the Richmond Police Department.***
 - 3. *Personnel will refer to their applicable Division Operating Manuals for procedures regarding the collecting, handling, disbursing, and expending of cash. All personnel will adhere to the procedures therein. All Central Records personnel who are authorized to receive fees and issue receipts***

for Departmental services will refer to the Central Records Unit operating manual for directions.

F. Petty Cash:

1. *Petty Cash is defined as currency and coins set aside by the Financial Management Division to pay small obligations when the issuance of a purchase order, usage of the Department's credit card, or check is not timely or cost effective. The Department's only petty cash fund is housed under a secure location in the Financial Management Division office and its handling is restricted to authorized personnel, hereafter referred to as Petty Cash Custodians (PCC).*
2. *Petty cash shall be limited to \$150.00 increments.*
3. *Personnel requesting petty cash should complete the City of Richmond's Petty Cash Expenditure form. This completed form should outline the reason(s) for petty cash usage. The Chief of Police or designee shall approve all petty cash expenditures. All receipts and unused petty cash should be returned to the Financial Management Division's Petty Cash Custodian (PCC) by the next business day.*
4. *The PCC will prepare a Petty Cash Reimbursement form and submit the form to the Finance Department located in City Hall for reimbursement.*
5. City Purchasing Policy Number 8 and City Purchasing Procedure Number 3 "Petty Cash Purchases" shall be referred to and adhered to by all Department personnel who handle petty cash.

Note: City of Richmond Purchasing policies and procedures are located on the City of Richmond's webpage under the Office of the City Clerk.

6. The Financial Management Division *Deputy Director or designee* shall conduct a quarterly audit of the petty cash account. *The audit will ensure proper documentation, receipts and necessary signatures are maintained for the petty cash account.*

G. Internal and independent Audits:

1. *The Internal Affairs Division, Audit and Inspections Unit* shall conduct a quarterly audit of each fund or account. These audits will determine whether correct procedures are being followed on all funds or accounts and will outline corrective action for failed audits.

2. According to Richmond City Charter Section 8.10 "Annual Audit":

The Council shall cause to be made annually an independent financial audit of all accounts, books, records and financial transactions of the City by the auditor of public accounts of the Commonwealth or by a firm of independent certified public accountants to be selected by the Council. The audit shall be of sufficient scope to express an opinion as to whether the books and records and the financial statements prepared therefrom as

contained in the annual financial report of the City present fairly the fiscal affairs of the City in accordance with generally accepted accounting principles of municipal accounting and applicable governing laws. The report of such audit shall be filed within such time as the Council shall specify and one copy thereof shall be always available for public inspection in the office of the City Clerk during regular business hours.

V. **ROLES AND ACCOUNTABILITY**

A. ***Chief of Police or designee shall:***

Have ultimate authority and accountability over all fiscal matters of the Department. This authority includes, but is not limited to, authorization of cash disbursements and petty cash expenditures, approving major asset purchases, and approving the Department's budget.

B. ***Financial Management Division Deputy Director shall:***

1. ***Oversee the following operations: budget development, grants management, property and evidence, fleet, payroll, accounting, and purchasing;***
2. ***Ensure that the Division operates under the budgeting, purchasing and audit guidelines as set forth by the City of Richmond;***
3. ***Report directly to the Chief of Police; and,***
4. ***Oversee internal audits of each cash fund or account, including petty cash.***

C. ***Personnel authorized to collect, handle, disburse, and expend cash shall:***

1. ***Refer to their applicable Division Operating Manuals for procedures regarding the collecting, handling, disbursing, and expending of cash; and,***
2. ***Adhere to all the procedures therein.***

D. ***Personnel requesting Petty Cash shall:***

1. ***Refer and adhere to the City of Richmond's Purchasing Policy Number 8 and City Purchasing Procedure Number 3 "Petty Cash Purchases". City of Richmond Purchasing policies and procedures are located on the City of Richmond's webpage under the Office of the City Clerk;***
2. ***Complete the City of Richmond's Petty Cash Expenditure form;***
3. ***Forward completed Petty Cash Expenditure form through channels to the Chief of Police or designee; and,***

4. *Return all receipts and unused cash to the Financial Management Division's Petty Cash Custodian (PCC) by the next business day.*

E. *Petty Cash Custodian (PCC) shall:*

1. *Prepare all Petty Cash Reimbursement forms; and,*
2. *Submit Reimbursement forms to the Finance Department located in City Hall for reimbursement.*

F. *OIC of the Internal Affairs Division, Audit and Inspections Unit or designee shall:*

1. *Conduct quarterly audits of each cash fund or account to determine whether correct procedures are being followed on all funds or accounts; and,*
2. *Recommend corrective action for failed audits.*

G. *Division/Unit Commanding officers shall:*

Prepare budget recommendations annually for their respective division/unit/team, following guidelines established by the Financial Management Division's Budget and Grants Unit.

VI. FORMS

City of Richmond Petty Cash Expenditure form

City of Richmond Petty Cash Reimbursement form